



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

## INFORMATIONAL LETTER NO 745

**TO:** ICF MR State, Mental Hospital, Community Based ICF/MR, PMIC and Nursing Facility for Persons with-Mental Illness Providers

**ISSUED BY:** The Iowa Department of Human Services, Iowa Medicaid Enterprise

**DATE:** September 17, 2008

**RE:** Annual Onsite Visits

**EFFECTIVE:** October 1, 2008

The Code Federal Regulation (CFR) 42, Chapter IV, Part 456 requires an independent review of the services of care being provided to Medicaid members in institutions to be conducted by a team of professionals annually. Effective October 1, 2008, the Iowa Medicaid Enterprise (IME) Medical Services Unit will initiate an onsite review of services designed to meet the requirements specified in the CFR. A copy of these Federal Regulations has been enclosed for your review (Attachment 1). Medical Services will perform onsite evaluations of care provided in the following facilities: Intermediate Care Facilities for the Mentally Retarded (ICF/MR), Psychiatric Medical Institutions for Children (PMIC), Nursing Facilities for Mentally Ill (NF/MI) and Mental Health Institutes (MHI). The purpose of the onsite review is to evaluate the appropriateness of placement and that services are meeting the treatment needs of the Medicaid member. The following table summarizes the onsite, admission, and continuing stay review activities that are currently conducted or will be added to the process by the IME Medical Services Unit.

Facility Type	Onsite Evaluation (new)	Telephonic Admission Review (current)	Telephonic Continuing Stay Review (current)	Onsite Continuing Review (new)
ICF/MR	X	X		X
PMIC*	X	X	X	X
MHI**	X	X	X	
NF/MI	X	X	X	X

\* Primary psychiatric treatment facilities-admission and continuing stay reviews may also be completed by email

\*\* Fee for services-members over 65

Regulations require that facilities be given no more than 48 hours notice of the onsite visit by IME Medical Services Unit. Review team members are qualified professionals in mental illness and mental retardation. Licensed Psychologists and Psychiatrists will be available to the onsite review teams for consultation as needed.

Facilities will be responsible for providing the review team work space and having the medical record information for 100 percent of the Medicaid members being served available for review including:

- Comprehensive individual assessments
- Medical plan of care
- Physician, nursing and other professional progress notes
- Treatment Plans and/or Individual Program Plan
- Annual, quarterly, monthly progress reports and plan updates

The onsite visit will begin with an entrance conference to explain what to expect during the review, reporting procedures, and requirements for corrective action when needed. The facility will be provided a copy of the evaluation tool prior to the visit or the tool can also be accessed through the IME provider web site. A report outlining the findings will be sent to the facility within 30 days of the onsite visit and copied to Department of Human Services and Department of Inspection and Appeals.

For questions related to the onsite visit process or level of care review, please contact Medical Services Unit 1-800-383-1173 or locally at 515-725-1008.

[Code of Federal Regulations]  
[Title **42**, Volume 3]  
[Revised as of October 1, 2004]  
From the U.S. Government Printing Office via GPO Access  
[CITE: 42CFR456]

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**TITLE 42--PUBLIC HEALTH**

**CHAPTER IV--CENTERS FOR MEDICARE & MEDICAID SERVICES, DEPARTMENT OF  
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